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Minutes, College of Arts & Sciences Faculty Meeting, October 26, 1981

Arts & Sciences Faculty

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Bylaws

MEMORANDUM

DATE: October 22, 1981

TO: All College Faculty
FROM: Ad Hoc Governance Committee

SUBJECT: Faculty Governance

Attached is the proposal for College Faculty Governance (first five articles only) devised by the Ad Hoc Governance Committee and discussed during our last faculty colloquium. At our Faculty Meeting this coming Monday, we hope to launch formal discussion of the proposal. It is especially important that we institute Article V on Committees (with any necessary changes).

We will have a colloquium late next week to discuss the remaining articles on faculty evaluation and amendment procedures. Your patience and understanding are appreciated and we look forward to the discussion on Monday.

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* COLLEGE FACULTY MEETING *
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* Monday, October 26, 1981 *
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* 4:00 p.m. *
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* CRUMMER AUDITORIUM *
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ROLLINS COLLEGE
BYLAWS OF THE FACULTY OF THE COLLEGE

ARTICLE I
GENERAL GOVERNANCE

These Bylaws (hereinafter referred to as "the Rules") define the governance system for the Faculty of the College. These Rules are issued under the authority of the Bylaws of the College. The Faculty of the College may adopt for its own governance such bylaws as shall seem desirable to promote effectiveness and efficiency, provided however that all such bylaws shall be subject to the Bylaws of the College and to policies issued by the Rollins College Board of Trustees.

ARTICLE II
MEMBERSHIP AND SUFFRAGE

The voting membership of the Faculty of the College includes all full-time lecturers, instructors, assistant professors, associate professors, and professors, who are appointed to academic departments of the College and whose primary responsibility is to teach in the College. In addition, the following are ex officio members: the President of Rollins College, the Provost, the Dean of the Faculty, the Dean of the College, and other officers of administration holding faculty rank in departments of the College. All such members shall have the right to attend faculty meetings, to vote on all matters pertaining to the Faculty, and unless otherwise specified in these Rules, shall possess all the usual rights and privileges accorded to Faculty members.

Other officers of administration whose responsibilities relate to the College and adjunct faculty appointed to academic departments of the College shall be non-voting members of the College Faculty, eligible to attend meetings and participate fully in discussion. A librarian with faculty rank shall be designated by the Library Faculty as a non-voting member for purposes of liaison. (A list of these officers of administration will be published at the beginning of each academic year.) Whenever the agenda includes business recommended by a committee on which students serve, those students may attend the meeting and participate fully in the discussion but may not vote. Student members of the Steering Committee may regularly attend faculty meetings as non-voting members. Other students may make written petition to the Chair of the Faculty to attend faculty meetings with voice but not vote.

ARTICLE III
OFFICERS OF THE FACULTY

The College Faculty shall elect a Chair and a Vice-Chair/Secretary who shall be its executive officers.

Section 1. The Chair of the Faculty

The Chair of the Faculty shall preside at College Faculty meetings and at meetings of the Steering Committee (see Article V). He/she shall be the representative of the College Faculty to the administration and to the Board of Trustees. The Chair of the Faculty shall be a tenured member of the College Faculty.

Section 2. Vice-Chair/Secretary of the Faculty

The Vice-Chair/Secretary of the Faculty shall assume the duties and responsibilities of the Chair in his/her absence. He/she shall compile and distribute the agendas and minutes of all regular and special meetings of the College Faculty. The Vice-Chair/Secretary shall be a tenured member of the Faculty.

Section 3. Term of Office

The term of office for the elected officers of the College Faculty shall be two years, beginning June 1. No elected officer shall succeed himself/herself.

Section 4. Election

The Nominating Committee shall nominate at least two candidates for each elected office and shall publish the slate at least 10 days prior to the election meeting. The College Faculty shall elect the Chair of the Faculty and the Vice-Chair/Secretary during the month of March. The election of these officers shall be from the list of nominees and from any additional nominations made from the floor of the faculty meetings. All nominations require prior consent.

Section 5. Recall

Any officer of the College Faculty may be recalled at a regular or special meeting by a two-thirds vote of the faculty present and voting.

Section 6. Unexpired Term of Office

Should a vacancy occur in either of these offices, the position shall be filled for the unexpired term by faculty election. The Nominating Committee shall prepare nominations for a special meeting of the College Faculty.

ARTICLE IV MEETINGS OF THE COLLEGE FACULTY

Section 1. Regular Meetings

Regular meetings shall be conducted at least monthly during the academic year.

Section 2. Special Meetings

Special meetings of the College Faculty may be held at any time during the academic year.

Section 3. Calling of Meetings

The authority to convene faculty meetings resides in the Steering Committee, which sets the agenda for regular meetings. The Chair of the Faculty or the Dean of the Faculty may call special faculty meetings.

Section 4. Quorum

The quorum for any regular or special meeting of the College Faculty shall consist of a simple majority of the voting members of the Faculty on campus that term. The Dean of the Faculty shall supply this number for announcement to the College Faculty at the first meeting of each term.

Section 5. Rules of Order

Robert's Rules of Order, when not in conflict with these Rules, shall be used as authority for the conduct of meetings of the College Faculty. The Faculty shall be served by a parliamentarian, who is appointed by the Steering Committee from among the members of the Faculty. The records of the Faculty's deliberations and minutes of its meetings shall be open for inspection.

ARTICLE V COMMITTEES OF THE COLLEGE

Section 1. Committee Structure

The College Faculty has delegated certain of its responsibilities to standing committees. These committees act on behalf of and report to the Faculty. All standing committee actions are subject to review by the Faculty, and substantial changes (as determined by the Steering Committee) must be enacted by the Faculty. Special committees of the Faculty of the College may be created by the Chair of the Faculty, by the Dean of the Faculty, or by the Dean of the College in consultation with the Steering Committee, or by action of the Faculty.

Section 2. Elections

Faculty members shall be elected to standing committees of the College during the month of April and shall publish the date at least 10 days prior to the election meeting. The Nominating Committee prepares nominations, but additional nominations may be tendered from the floor. All nominations require prior consent.

Section 3. Vacancies

Should a faculty vacancy occur, the electoral unit represented by the retiring member shall fill the vacancy at its next meeting. Should a student vacancy occur, the President of the Student Association shall appoint a student to fill the vacancy until the next Student Association election. A majority of any committee may require a member to resign in the event of gross neglect of duties. A majority of the electoral unit represented by a faculty or student member may recall the representative at any time.

Section 4. Procedures

Each faculty member shall be elected for a two-year term of office and each student member for a one-year term of office. Terms shall be staggered. Standing committees shall elect a chair and recording secretary at their first meeting. The chair of the committee shall be a faculty member. All standing committees shall normally meet at least once each month during the academic year. They may establish such subcommittees as are deemed proper for the conduct of business. (The recording secretary shall keep minutes of each meeting and distribute copies to the members of the Steering Committee.)

Section 5. Authority

Each standing committee shall report to the Steering Committee all important decisions and deliberations, and the Chair of the Faculty shall submit an annual report to the Faculty. The Steering Committee which establishes the agendas for faculty meetings, shall interpret the authority of the standing committees as set forth in these Rules.

Section 6. The Steering Committee

A. Responsibilities

The Steering Committee convenes and sets the agenda for regular faculty meetings; refers business to committees; monitors committee actions and refers reports and recommendations to the Faculty; receives and responds to concerns of faculty and students and refers these to the attention of the appropriate committee or officer of administration; stays any committee action for review by the Faculty and/or the Student Senate; regularly issues to faculty and students a report of committee activity; interprets these Rules, reviews them annually, and proposes to the Faculty any changes; acts on behalf of the Faculty when a quorum cannot be assembled.

B. Membership (5-2-2)

The following are voting members: The Dean of the Faculty; the Dean of the College; the Chair of the Faculty; the Vice-Chair/Secretary of the Faculty; three faculty members, elected by the Faculty from nominations so structured that, including the Vice-Chair, all four divisions are represented; the President of the Student Association; the Vice President of the Student Association.

Section 7. The Curriculum Committee

A. Responsibilities

The Curriculum Committee recommends to the Faculty changes in degrees, in degree requirements, in educational policies, and in the list of approved majors and minors. The Committee approves new courses, independent studies proposals, and changes in existing major and minor requirements; advises the Dean of the Faculty concerning course offerings, schedules and calendar; as well as priorities in retrenchment or expansion of faculty; advises the Dean of the College concerning academic advising; and approves catalog copy concerning the curriculum.

B. Membership (4-2-3)

The following are voting members: the four Division Heads; the Dean of the Faculty; the Dean of the College; the Vice President of the Student Association; two students elected at large. The Registrar serves as a non-voting member.

Section 8. The Committee on Standards

A. Responsibilities

The Committee on Standards represents the College community in proposing and enforcing academic and social standards; review cases of inadequate academic performance and imposes probation or dismissal; reviews cases of alleged violation of College regulations as referred by the Dean of the College and imposes probation, dismissal, or other action; recommends policies concerning honors designations.

B. Membership (4-2-3)

The voting members are: the Dean of the College, the Registrar, four faculty members, one from each Division elected by the faculty; the President of the Student Association; three students elected at large by the Student Association.

Section 9. Admissions Committee

A. Responsibilities

The Admissions Committee represents the Faculty in determining admissions standards; establishing general admissions policies and procedures; assisting in student recruitment activities; and advising and assisting in the interviewing of students for scholarships.

B. Membership (4-3-4)

The following are voting members: the Dean of the College; the Director of Admissions; the Director of Athletics; four faculty members, one from each Division elected at large; four students, elected at large by the Student Association.

Section 10. The Committee on Financial Aid

A. Responsibilities

The Committee on Financial Aid shall establish general policies concerning scholarships, loans, and employment opportunities offered as financial aid by the College; recommend scholarship allocations; and assist in the stewardship of financial aid programs.

B. Membership (4-4-4)

The following are voting members: the Dean of the College; the Director of Student Aid; the Director of Admissions; the Director of Athletics; four faculty members elected at large; four students elected at large by the Rollins Student Association.

Section 11. The Intercollegiate Athletics Committee

A. Responsibilities

The Intercollegiate Athletics Committee represents the Faculty in establishing policy for the intercollegiate athletics programs at Rollins, including recruitment, scheduling, budgeting, and facilities usage.

B. Membership (3-3-3)

The following are voting members: the Dean of the College; the Director of Athletics; the Director of Student Aid; three faculty members elected at large; and three students elected at large by the Rollins Student Association.

Section 12. The Committee on Faculty Compensation and Professional Development

A. Responsibilities

The Committee on Faculty Compensation and Professional Development represents the Faculty in proposing and reviewing all policies, procedures, and criteria related to faculty evaluation, appointment, reappointment, tenure, and promotion; promulgating and sustaining professional ethics; establishing policy regarding leave, research and professional development programs; recommending compensation and faculty load policies.

B. Membership (1-1-2)

The voting members are: the Dean of the Faculty and four faculty members elected at large, and two students elected at large by the Rollins Student Association.

Section 13. The Nominating Committee

A. Responsibilities

The Nominating Committee represents the Faculty in preparing nominations for elected Faculty positions on standing committees; preparing nominations for the Chair of the Faculty and the Vice-Chair/Secretary of the Faculty; and prepares nominations for the College Faculty positions on the Council on Administration and Budgets and the Council on Academic Policies and Standards.

B. Membership (4-1-1)

The voting members are: the Dean of the Faculty; the President of the Student Association; and four tenured Faculty members elected at large.

Section 14. The Campus Life Committee

A. Responsibilities

The Campus Life Committee represents the College community in establishing and reviewing goals and policies regarding student life and co-curricular activities, including intramurals; establishes general policies regarding campus housing and conducts a regular review of organizations which are housing units; works to establish an optimal learning environment for students.

B. Membership (4-1-4)

The following are voting members: the Dean of the College; four Faculty members elected at large; the Vice President/Program Director of the Student Center; and three students elected at large by the Student Association.

Section 15. The Special Programs Committee

A. Responsibilities

The Special Programs Committee represents the College community in developing special programs that enhance the curriculum and reflect our institutional mission; approving off-campus programs, including overseas programs and winter term off-campus group studies; assisting on arranging faculty and student exchange programs; providing scholarships and fellowships; formulating policies for all such special programs.

B. Membership (4-1-3)

The following are voting members of the committee: the Assistant Dean of the Faculty for Special Programs; four faculty members, one from each Division, elected at large; three student members, elected at large by the Rollins Student Association.

Section 16. Honors Degree Program Supervisory Board

A. Responsibilities

The Honors Degree Supervisory Board represents the Faculty in setting admissions requirements, graduation requirements, and curriculum for the Honors Degree Program; admits all Honors Degree candidates; approves all individual student projects required for the Honors Bachelor of Arts Degree. reviews the academic status of Honors Degree candidates, having the right to impose academic warnings and dismissals from the Honors Degree Program.

B. Membership (3-3-3)

The following are voting members: The Dean of the Faculty; the Director of Admissions; the Registrar; the Director of the Honors Degree Program (a Faculty member); two Faculty members appointed by the Director of the Honors Degree Program, one of whom should also serve on the Curriculum Committee; and Three student representatives elected annually by and from the Honors Degree candidates.

ARTICLE V (continued)

Section 17. Other Standing Committees

- A. The following standing committees operate with responsibilities appropriate to their titles: the Health Sciences Advisory Committee; the Pre-Law Advisory Committee; the Recreation Committee; and the Lectures and Honors Committee. The members of these committees are appointed annually by the Dean of the Faculty in consultation with the Nominating Committee. An exception is the Recreation Committee whose members are appointed annually by the Dean of the College in consultation with the Nominating Committee.
- B. Department Heads, whose responsibilities are defined in Faculty-approved policy in the Faculty Handbook, in effect constitute a standing committee.